

STATE OF HAWAII
REQUEST FOR EXEMPTION FROM CHAPTER 103F, HRS

To: Chief Procurement Officer

From: Department of Labor and Industrial Relations/Office of Community Services (OCS)
Department/Division/Agency

4 JUN 23 P2 24

Pursuant to § 103F-101(a)(4), HRS, and Chapter 3-141, HAR, the Department ~~requesting a procurement exemption to~~ **ADMINISTRATION**
STATE PROCUREMENT OFFICE
STATE OF HAWAII
purchase the following:

Title and description of health and human service(s):

Title: Statewide Earned Income Tax Credit Assistance and Asset Building Program for Low-Income Families.

Description -- Request to Extend Term of Contract in PEH No. 04-29, approved by SPO on 4/12/04.

A coordinated project of the Community Action Agency network in Hawaii that will plan and prepare for: (1) outreach and education activities promoting the federal Earned Income Tax Credit (EITC) and the Child Tax Credit (CTC) among low-income working families; (2) free tax preparation sites and staff to assist target populations in claiming the EITC and CTC; and, (3) comprehensive financial literacy services and asset building opportunities.

Provider Name: 1. Honolulu Community Action Agency, Inc. (HCAP) 2. Maui Economic Opportunity Inc. (MEO) 3. Kauai Economic Opportunity, Inc. (KEO) 4. Hawaii County Economic Opportunity Council (HCEOC)	Total Contract Funds: \$100,000	Term of Contract:
Provider Address:	Contract Funds per Year (as applicable).	From: 4/15/04 To: 11/30/04

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1. HCAP. 1109 Maunakea St.,
2nd Floor, Honolulu, HI 96817
2. MEO. P.O. Box 2122, Kahului,
HI 96733
3. KEO. P.O. Box 1027, Lihue,
HI 96766
4. HCEOC. 47 Rainbow Dr.,
Hilo, HI 96720

Explanation describing how procurement by competitive means is either not practicable or not advantageous to the State:

This request is to extend the Term of Contract in PEH No. 04-29. Please expedite.

Currently, PEH No. 04-29 allows a Term of Contract from 4/15/04 to 9/30/04. This request is to extend the Term of Contract to 11/30/04. The basis for this request is that PEH No. 04-29 was approved on April 12, 2004 and received by the OCS on April 13, 2004. The OCS and the Department of Human Services (DHS) subsequently engaged in discussions and negotiations, culminating in a Memorandum of Agreement (MOA) that was signed by the OCS on May 18, 2004 and forwarded to the DHS the same day. Due to this delay, the OCS anticipates a contract execution date of June 15, 2004 with the four named providers. Given the anticipated later start, an extension to November 30, 2004 would allow for a more deliberate and effective program implementation. The DHS has also agreed to an extension. There is no change to the funding amount, which would remain at ONE HUNDRED THOUSAND DOLLARS (\$100,000), as previously approved in PEH No. 04-29.

Details of the process or procedure to be followed in selecting the service provider to ensure maximum fair and open competition as practicable:

N/A

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A description of the state agency's internal controls and approval requirements for the exempted procurement:
N/A

A list of state agency personnel, by position title, who will be involved in the approval process and administration of the contract:

Karl P. Espaldon, OCS Program Manager
Keith Yabusaki, OCS Contracts Officer
Michael Hane, OCS Accountant
Sam Aiona, OCS Executive Director
Nelson Befitel, DLIR Director
Patricia Murakami, Division Administrator, BESSD, DHHS

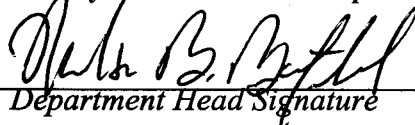
Direct questions to (name & position):
Keith Yabusaki, Contracts Officer

Phone number:
6-8675

e-mail address:
skeith@hotmail.com

This exemption should be considered for list of exemptions attached to Chapter 3-141, HAR: Yes ☐ No ☒

I certify that the information provided above is to the best of my knowledge, true and correct.


Department Head Signature

June 1, 2004
Date

Nelson B. Befitel
Typed Name

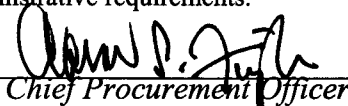
Director
Position Title

Chief Procurement Officer's Comments:

Please ensure adherence to applicable administrative requirements.

☒ Approved

☐ Denied


Chief Procurement Officer

6/30/04
Date